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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

August 12, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-03

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Teachers' Retirement Annual Reporting of Sick Leave

Teachers' Retirement System (TRSL) requires the certification of sick leave used during the prior fiscal year on all employees that are members of TRSL. The required certification for fiscal year 2012-2013 will be submitted by the Office of Information Services (OIS), via data file, to TRSL by August 31st. Agencies may view [TRSL Procedures Index 6.7](#) and [Index 18.2](#) page 12 for more information on the certification and required data file.

Included on the file are employer ID, Social Security Number of the employee, and the fiscal year being reported. Outlined below are additional certification items appearing on the file along with information identifying where data is being extracted from in the LaGov HCM Payroll System.

<u>Contract Months</u>	LaGov HCM reads IT16 (12 month contract is assumed if no data is input to indicate 9 month, 10 month, etc.). If multiple contract types exist in the FY, the one with the most days is reported.
<u>Sick Days Used</u>	Number of sick hours taken divided by 8. Employees on 7 or 7 ½ hour per day work schedules will be calculated using scheduled work hours.
<u>Summer Days Worked</u>	LaGov HCM reads wage type 0143 from payroll results for 9 & 10 month employees. (Number entered on IT14 &/or IT15 is reported as days worked.)
<u>Summer Percent Effort</u>	The percent effort field contains 100% or 0%. If the employee <u>has summer days</u> worked the field will be populated with 100%, if <u>no summer days</u> are worked the field will be 0%.

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Agencies may utilize the LaGov HCM ZP108 report, selecting the TRSL sick leave radio button, to review the information being reported.

Upon TRSL's receipt and review of the sick leave file, some errors may be found. Agencies must log onto TRSL Inquiry and review the Sick Leave Error Report under the Reports heading. Any errors must be corrected via the TRSL on-line system. If necessary, LaGov HCM master data must be corrected also.

If you have any questions on how to update LaGov HCM or run the ZP108 report, contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#).

If you need TRSL technical assistance, contact TRSL's Help Desk via email at helpdesk@trsl.org or (225) 925-6460. For TRSL general sick leave reporting questions, contact Kelly Broussard at kelly.broussard@trsl.org or (225) 925-4562.

All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Penny Jones	342-2053	Wendy Eggert	342-0714
Tiko Ary	342-1651	Tracy Smith	219-0191
Gary Bennett	342-1652	Cindy McClure	342-5346

APH:PFJ/pbh